



COMMUNITY AND SENIOR SERVICES CAREER TRANSFER OPPORTUNITY

RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

ADMINISTRATIVE ASSISTANT III INTERNAL SUPPORT SERVICES DIVISION

Community and Senior Services (CSS) and its community partners are committed to the delivery of quality services to youth, adults and seniors that promote independence, dignity, choice and well-being.

Currently, CSS is seeking a highly motivated and experienced individual to fill a vacancy in the Internal Support Services (ISS) Division, Services and Inventory Section. ISS is responsible for the maintenance and requests for major services, facility repairs for CSS Headquarters, Aging and Adult Services Headquarters, 15 Adult Protective Services Offices and 15 Community and Senior Centers throughout Los Angeles County. This vacancy is located at 3175 West Sixth Street, Los Angeles, CA 90020.

ABOUT THE POSITION

The position reports to an Administrative Services Manager I and is responsible for analyzing and evaluating requests for major equipment, facility repair, and space planning needs in excess of \$4,000,000 for 14 community and senior and service centers as well as 16 adult protective services regional offices; preparing reports to document cost estimates related to major equipment and facility repairs; researching, analyzing, and interpreting County Fiscal Manual provisions and Auditor-Controller directives and making recommendations to implement internal controls, operating procedures, and policies affecting purchasing and product delivery practices, parking decals, and other ISS activities; conducting management audits of current purchasing, product delivery, and cellular phone usage practices, including issuance of parking decals and daily ISS operations; researching, analyzing, and interpreting telephone systems and equipment for CSS by acting as liaison with the Internal Services Department to coordinate changes, repairs, upgrades and ordering of new equipment; conducting compliance reviews of vehicle usage activities to ensure conformity with County fleet vehicle policies, including tracking vehicle service histories to ensure their proper disposal at the conclusion of contract periods; collecting and analyzing all inventory records for Departmental fixed and non-fixed assets to confirm information received from each Branch inventory is consistent with budgeted funds; and preparing departmental Fixed Assets Reports for the Auditor-Controller and maintains automated inventory control records of fixed assets and portable equipment via eCAPS.

DESIRABLE QUALIFICATIONS

- Excellent interpersonal effectiveness skills
- Strong skills in the application of Microsoft Excel, Word and PowerPoint
- Ability to work independently



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Administrative Assistant III

SPECIAL INFORMATION

All prospective candidates are required to satisfy a background check prior to final appointment including Livescan fingerprinting and a personnel folder review.

POSITION REQUIREMENTS

Permanent County employees who hold the Los Angeles County payroll title of Administrative Assistant III are invited to submit their letter of interest along with a resume, copies of their last two performance evaluations, and two year's master time records by April 12, 2010 to:

Paul Hernandez, Human Resources Analyst
Human Resources Division
3175 W. 6th Street, Room 404
Los Angeles, CA 90020
FAX (213) 480-0821
phernandez@css.lacounty.gov

Resumes and supporting documentation will be reviewed and **only** the most qualified candidates will be called for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION